

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 36-201

1 APRIL 1999



Education and Training

**DEVELOPING AND MANAGING TRAINING
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Davis-Montham AFB WWW site at: <http://www.dm.af.mil/AMARC>. If you lack access, contact your Publishing Distribution Office.

OPR: XPT (David Petrie)
Supersedes AMARCI 36-201 1 October 1997

Certified by: XPT (R. G. Phillips)
Pages: 3
Distribution: F

This instruction implements AFMCPD 36-2, *Education and Training*, AFMCI 36-201, *Education and Training Process Guide*, AFI 36-401, *Employee Training and Development*, AFI 36-2201, *Developing, Managing and Conducting Training*, AFI 36-2232, *Maintenance Training*, and AMARCI 21-108, *AMARC Production Acceptance Certification (PAC) and Organic Maintenance Quality*. It also establishes responsibilities and outlines procedures for accomplishing the AMARC Training Program. It applies to all AMARC personnel.

SUMMARY OF REVISIONS: This instruction provides policy implementation guidance; clarifies procedure used to identify training requirements; adds a requirement to revise the AMARC training handbook by adding guidance to improve awareness of education and training programs and career opportunities at AMARC.

1. GENERAL. The training program at AMARC consists of education, training, qualification and certification of the AMARC workforce. This program uses the occupational approach to help each supervisor ascertain training required, identify adequate training sources and expedite training delivery. Specific guidance covering PAC training is provided in AFI 36-401 and AFMCI 21-108.

2. MISSION. Training specialists assigned to the Plans and Programs Directorate, Education and Training Division (XPT) manage the AMARC education and training program under direct guidance of the XPT chief. The following training management tasks will be performed:

2.1. Review, validate and prioritize training requests.

2.2. Implement a systematic approach to identify and analyze training requirements, develop training plans and deliver training that satisfies requirements.

2.3. Deliver high-quality, just-in-time training that supports mission requirements using the most effective and efficient sources and methods available.

2.4. Consolidate training requirements from AMARC workcenters. Conduct training requirements screening surveys as directed by Headquarters, Air Force Material Command Director of Education and Training. Prepare and submit annual education and training financial plan requirements (PEC 88751); and conduct annual critical unfunded training requirements survey.

2.5. Compile accurate and current training related information and deliver briefings that focus on issues pertaining to AMARC mission training requirements.

2.6. Prepare and update annually AMARCHB 36-4011, *Identifying & Processing Training Requirements*: AMARCHB 36-4011 includes guidance to identify and process training requirements; provides a brief overview of education, training and career opportunity awareness program.

2.7. Conduct a marketing/advertising program to increase opportunities for education, training and mentorship within AMARC. Program publicizes tuition assistance program, careers program and job requirements listed in XPT database. Twice each FY quarter, use combinations of e-mail, bulletins, division calls, board meetings and road shows to ensure employees are adequately informed of education and training opportunities.

2.8. Maintain close working relationships with process leaders and first line supervisors through personal visits to workcenters and one-on-one assistance.

3. IMPLEMENTATION. AFI 36-401 provides guidelines that training managers and supervisors use to determine training needs, carry out programmed training events, counsel employees on self-development opportunities, and explain employees' responsibility relative to work-related training.

3.1. Supervisors submit centrally funded training requirements to training managers during the annual survey. Common sources used to identify training requirements are: known future workloads, Production Acceptance Certification Standard System (PACSS) database, position descriptions, Air Force Occupational and Safety Health (AFOSH) standards, Occupational Safety and Health Administration (OSHA) standards, and individual development plans (IDP).

3.2. Supervisors submit unfunded training requirements to training managers during annual survey. Unfunded training requirements include training needs for which funding is not presently available. Training managers coordinate the survey, distribute materials, provide instructions and consolidate information collected.

3.3. Occupational training managers (OTM) provide assistance and guidance to first line supervisors on all education and training matters. Training can be requested at any time by submitting the AMARC Form 33, **AMARC Training Request**. Feedback provided upon individual request and through training meetings IAW paragraph 3.4.

3.4. Quarterly training meetings will be scheduled and conducted by training personnel to brief and resolve training issues and problems; review training plans and evaluate training results. Division chiefs and appropriate OTMs must attend these meetings. Supervisors may attend.

4. RESPONSIBILITIES

4.1. The XPT chief furnishes training policy guidance to senior management and directly supervises training personnel, ensuring AMARC employees are properly trained in a timely and cost-effective

manner. The Chief, Education and Training Division also provides guidance to OTMs, assigns work projects, establishes deadlines and resolves priority conflicts when training events compete for limited resources.

4.2. OTMs act on behalf of the XPT chief; they are direct contact points for each workcenter and use subject matter experts for technical support. OTMs support and assist supervisors during identification of training requirements, local lesson plan development and help determine the most effective and efficient training methods.

4.3. The AMARC Training Monitor maintains student attendance records and written examination pass/fail data for events that were scheduled through AMARC's training division. The monitor schedules training events with the assistance of OTMs. The monitor is the written examination proctor for Special Skills Qualification (SSQ) testing. The monitor tracks recurring training dates and pass/fail examination results for employees as identified by supervisors. Upon written request, the monitor will provide this information in a computer generated hard copy report.

4.4. Supervisors use the PACSS program in conjunction with AMARCHB 36-4011, AFMCI 21-108 and AMARCI 21-108 to ensure PAC training requirements are met. Supervisors inform the Center Training Monitor within 5 days as follows: When new personnel are assigned to a workcenter, when PAC training requirements are initially identified and when PAC training requirements no longer exist. The AMARC Training Monitor updates his records based on current information provided by supervisors and from training results tracked by the training monitor.

4.4.1. Supervisors provide technical support for the training program, identify training requirements and provide a workcenter subject matter expert (identified by name in writing) to the appropriate OTM.

4.5. Instructors/developers produce training material and deliver training in accordance with standard procedures in AFMAN 36-2234, *Instructional System Development* and AFMAN 36-2236, *Guidebook for Air Force Instructors*.

OFFICIAL

SANDRA M. WHITEHOUSE
Chief, Information and Publications Division